



GOVERNOR'S EXECUTIVE ORDER N-29-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 14, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Parks and Recreation Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at sbcs@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Parks and Recreation Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Parks and Recreation Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Amy Bohlen, Executive Assistant, 48 hours prior to the meeting at (650) 619-7180 or by email at sbcs@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA SENIOR CITIZENS ADVISORY BOARD

Tuesday, June 15, 2021 • 9:00 a.m.

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

Zoom Meeting Details:

<https://zoom.us/j/98989937068?pwd=MGdVY29LMIJrZ0VFaExCV2Jtb29Tdz09>

Meeting ID: 989 8993 7068

Passcode: 519681

One tap mobile 1-669-900-9128 US (San Jose)

1. **CALL TO ORDER/ROLL CALL:** Chair Dorothy Carmichael, Vice-Chair Bill Goff, Herb Chu, Bunny Epperson, Karen Hornung, Priscilla Martinez
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF MINUTES:** May 18, 2021
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
7. **UNFINISHED BUSINESS:**
 - a. Receive and File Monthly Meal Totals
 - b. Receive Senior Advisory Board Trust Fund Financial Report
 - c. Discuss 35th Anniversary Celebration Ideas
8. **NEW BUSINESS:**
9. **ITEMS FROM BOARD MEMBERS:**
10. **ITEMS FROM STAFF:**
11. **ADJOURNMENT**

The next regular Senior Citizens Advisory Board Meeting will be held on July 20, 2021 at 9:00 a.m. via Zoom.

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Senior Citizens Advisory Board May 18, 2021

1. **Call to Order/Roll Call:** Chair Carmichael called the meeting of the Senior Citizens Advisory Board to order at 9:00 a.m. Board Members Present: Chair Carmichael, Vice-Chair Goff, Chu, Epperson, Hornung, and Martinez. Staff Present: Brewer and Tessier.
A moment of silence for Joanne Tracey.
2. **PLEDGE OF ALLEGIANCE:** Chair Carmichael led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** The Board accepted the minutes of the April 20, 2021 meeting.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:**
 - a. Receive and File Monthly Meal Totals – **Superintendent Brewer** presented.
8. **NEW BUSINESS:**
 - a. Discuss 35 Year Celebration of San Bruno Senior Center – **Superintendent Brewer** stated that the 35th anniversary is next year. She asked the board members to contact her with fun and interesting ideas for ways to celebrate. Director Mottola expressed to Superintendent Brewer that it might be fun to do a combination of 35 mostly small with a few big celebrations. January 16th is the actual anniversary. This topic will be put on next month's agenda for ideas.
 - b. Receive Report on Completed Bocce Court Maintenance – **Supervisor Tessier** stated that the company recently came out and did a basic maintenance. The leagues will start on June 6th. There are 13 two person teams on Monday mornings and 13 two person teams on Tuesday afternoons. **Vice Chair Goff** asked about frequency of maintenance. **Supervisor Tessier** stated that it is supposed to be twice a year.
9. **ITEMS FROM BOARD MEMBERS:**
Board Member Epperson read an email that she sent to Chair Carmichael and Superintendent Brewer about parking lot repaving repairs and trash enclosure completions. She would be happy to forward it to anyone that wants a copy. She feels that they are being put off with different excuses and it is no longer acceptable. She doesn't see anything on today's agenda about any update and would like to hear the Board's input. She feels they need to push forward to see that these projects are completed before the Senior Center reopens giving priority to the parking lot striping repaving. She asked **Superintendent Brewer** to escalate this to the proper department

and/or City Council to convey this discussion and ask for a response in a timely manner when this project will be started, much less completed. Board Members agreed with her frustrations and agreed that they need to be proactive. **Superintendent Brewer** stated what Engineer David Wong said in a meeting two months ago. It is really a staffing issue and it is unfortunate, but not only have they lost most of their engineering staff, but they just lost their director as well. It is not that the project has been pushed to the bottom of the pile. There is just no one to do the work. She communicates with Engineer Wong once or twice a month to check in and stay on the radar. The problem is the design isn't finished.

Vice Chair Goff stated that he went to Joanne Tracey's memorial service. It was a very nice service. We are going to miss her really bad. **Chair Carmichael** stated she was also there.

10. **ITEMS FROM STAFF:**

Superintendent Brewer stated that she was asked to talk about the Senior Center reopening. She received from Aging and Adult Services about two weeks ago a set of guidelines for nutrition and transportation. The bus can be brought back with 50% capacity for door to door transportation when the County gives the go ahead. She explained that what the President says on the national level then it trickles down to the state level. From there it goes to the county level and then to the city level. It can get more restrictive as it trickles down. With the nutrition program, the guidelines state that reservations are a necessity, people need to be six feet apart, and masks must be worn at all times except when eating. To go meals and delivery as well as in person are being discussed by staff on how to continue all of them and what kind of staffing levels will be needed. At this time we are not allowed to ask about vaccines unless it becomes a State mandate. OSHA rules state that masks need to be worn indoors so this supersedes the State or County. Staff has been working diligently on a reopening plan about how to roll things back out. There are lots of variables and we are waiting to hear what will happen on June 15th so we can put everything into place. We will start with reopening to San Bruno residents first and will have to adhere to capacity guidelines.

Exciting news that there will be an in-person Father's Day dance party in the parking lot on the Friday before Father's Day. It will be announced in the next newsletter. Other programs and activities are rolling out slowly.

11. **ADJOURNMENT:** Meeting was adjourned at 9:38 a.m.



CITY OF SAN BRUNO
Community Services Department

Nutrition Site Report - May 2021

Day	Date	Grab and Go Meals	Deliverd Meals	Total Served Grab & Go/Delivered	Donations Received
Mon	3	52	72	124	\$498.99
Tues	4	59	70	129	\$230.00
Wed	5	51	76	127	\$31.00
Thur	6	47	73	120	\$267.00
Fri	7	73	79	152	\$248.00
Mon	10	59	75	134	\$99.99
Tues	11	53	73	126	\$91.00
Wed	12	63	77	140	\$248.00
Thur	13	56	72	128	\$79.00
Fri	14	49	76	125	\$113.00
Mon	17	59	76	135	\$309.04
Tues	18	50	70	120	\$31.00
Wed	19	57	76	133	\$79.00
Thur	20	42	70	112	\$27.00
Fri	21	63	76	139	\$99.00
Mon	24	46	74	120	\$289.99
Tues	25	71	74	145	\$290.00
Wed	26	50	73	123	\$366.00
Thur	27	50	71	121	\$452.00
Fri	28	47	78	125	\$565.50
Mon	31				
Total		1,097.00	1,481.00	2,578.00	\$4,414.51

**CITY OF SAN BRUNO**

Community Services Department

DATE: June 15, 2021

TO: Senior Citizens Advisory Board

FROM: Danielle Brewer, Community Services Superintendent

SUBJECT: Receive Senior Citizens Advisory Board Trust Fund and Bequest Fund Financial Reports

BACKGROUND:

At the May 18, 2021 Senior Citizens Advisory Board meeting, Board Members requested a financial report for the Senior Advisory Board Trust Fund and the Bequest Fund.

DISCUSSION:

Staff contacted the Finance Department to provide the most current reports for both funds. The numbers reflected are as of Tuesday, June 8, 2021.

	Senior Trust Funds Balance
July 1, 19 Beginning Cash Balance	117,702.55
Revenues	42,364.82
Expenditures	(1,670.80)
June 30, 20 Ending Cash Balance	158,396.57
Revenues	3,515.00
Expenditures	(1,859.00)
Ending Cash Balance (as of 6.8.21)	160,052.57

	Senior Bequest Funds Balance	Description (from CIP budget)
July 1, 19 Beginning Cash Balance	754,000.00	
Revenues	0.00	
Expenditures	(75,000.00)	Transfer to Senior Center Improvements CIP for parking lot restriping, bollards installation, and trash enclosure replacement
June 30, 20 Ending Cash Balance	679,000.00	
Revenues	15,370.26	
Expenditures	(445,000.00)	Transfer to Senior Center Parking Lot Improvements and Trash Enclosure CIP
Ending Cash Balance (as of 6.8.21)	249,370.26	

FISCAL IMPACT:

None

ATTACHMENTS:

None



DATE: June 15, 2021

TO: Senior Citizens Advisory Board

FROM: Danielle Brewer, Community Services Superintendent

SUBJECT: Discuss 35 Year Celebration Ideas

BACKGROUND:

At the May 18, 2021 Senior Citizens Advisory Board meeting, staff notified the Board that the 35th anniversary of the Senior Center would be celebrated in January of 2022.

DISCUSSION:

Staff is requesting that the members of the Board contribute to the suggestions for the various celebrations throughout the 35th year of the Senior Center. All ideas will be evaluated for appropriateness, cost and staff's ability to accomplish the task.

FISCAL IMPACT:

Once the celebration ideas are confirmed, staff will work within the budget to plan for the activities. In addition, staff will work with past sponsors of events to invite them to sponsor one or more activities.

ATTACHMENTS:

None